

July 31, 2002

A Report to the Honorable
Mayor and Council

City Manager's Report

City of College Station

What's Going on?

Office of Technology and Information Services Director Announces Retirement

Special points of interest:

- OTIS Director Announces Retirement
- "Accessing Aggieland"
- Citizens on Tour
- College Station Utilities Introduces Automated Trouble Reporting System

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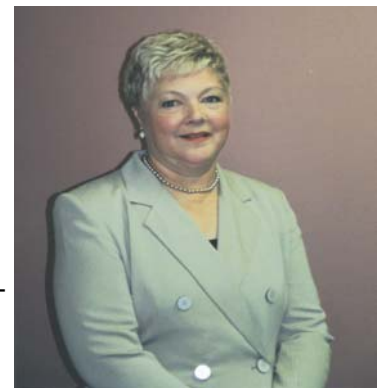
Linda Piwonka is retiring from the City after 34 years of service.

Ms. Piwonka is the City's Director of the Office of Technology and Information Services (OTIS) and has held that position since 1995. As Director of OTIS, Ms. Piwonka is responsible for the direction of the City's Information Technology Division, Utility Customer Services, the City's Print Shop, College Station's Public Library contract administration, and right-of-way franchise management.

Although her last day in the office will be August 16, 2002, she will continue to serve as a consultant for the City until September 30, 2002.

Ms. Piwonka joined the City in 1968 in an administrative support role for former Mayor D. A. "Andy" Anderson.

During her time with the City, she has served as a Utility Customer Service Representative, Utility Office Manager, Assistant to the City Manager, Executive Director for Management



Services and Director of OTIS. During her tenure, Ms. Piwonka worked for six College Station City Managers: Ran Boswell, North Bardell, King Cole, Ron Ragland, Skip Noe and Tom Brymer.

College Station Utilities now Offers the "ePAY" System

College Station Utilities has introduced an alternative and convenient way to pay your utility bill. The ePAY System allows College Station Utility Customers to pay their utilities bills on line and over the phone.

A College Station Utility customer may pay their account at: <http://epay.ci.collegestation.tx.us> or can call an automated services at 764-ePAY (3729). The service accepts Mastercard, Visa, and

Discover.





Update on the FEMA Fire Prevention Grant

Over the past few months, the College Station Fire Department has visited the homes of over 1,500 College Station residents to inspect and replace smoke alarms. So far, the fire department has installed over 800 new smoke alarms, checked an additional 831 previously installed smoke alarms, and replaced 422 old batteries in these previously installed alarms through a Federal Emergency Management Association

(FEMA) Grant.

Through a "door to door" process, Firefighters and Code Enforcement Officers have visited College Station's low-income and older neighborhoods, which are designated under the Community Development Block Grant income guidelines. These include portions of neighborhoods such as Eastgate, Southside,

and Northgate.

Additionally, the Fire Department has scheduled smoke alarm appointments with over 200 senior citizens and disabled residents.

The FEMA Fire Prevention Grant has helped the College Station Fire Department make a significant impact on fire prevention and has provided a platform for safety education and a sense of caring from the City to its citizens.

"Accessing Aggieland"

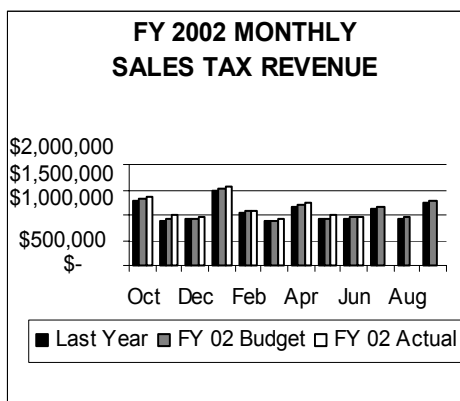


Kelley Cole, Public Communications & Marketing Manager for the City of College Station, has begun recording a regular radio spot titled "Access Aggie-land." This program is featured every Sunday morning on three local radio stations: Mix 104.7, Aggie 96 and 99.5 The Fox. "Access Aggieland" is a community calendar that offers

information about special events and programs offered by the cities of College Station and Bryan, and the Chamber of Commerce. The Public Communications & Marketing Department has also established a regular spot on KCEN-TV's local

community calendar. KCEN-TV, based in Waco, has created a customized television spot to highlight Brazos Valley events and programs, including City of College Station activities.

June Sales Tax Receipts



Sales tax receipts for June 2002 were \$970,008.04. This is 3.22% above the same month last year. June receipts reflect sales that occurred in May. Sales tax collections for FY 02 YTD are \$10,095,904.14 or 6.77%

above FY 01 collections. Sales tax receipts remain higher than last year at the same time. The Budget Office will continue to monitor national, state, and local economic trends to determine what impacts those trends may have on sales tax receipts in FY 02.

City Holds a "Clean-up" Day for Offices

The City held its annual "Clean Your Files Day" on July 26. Over 150 cities nationwide participate in this program developed by the U.S. Conference of Mayors. In 2001, City employees recycled over four tons of office paper. In recognition of this event, City Manager Tom Brymer instructed employees to dress casually and take

time to sort through their file cabinets, bookcases, storage areas, desks and computers. The idea of Clean Your Files Day is to increase awareness of recycling unnecessary documents and publications, which take up storage space in office files, bookcases and record boxes and to increase awareness of the need to clean out

unnecessary computer documents and messages, which occupy valuable server space on computer systems. The program also shows the importance of record management in the daily operation of City offices.

The theme of this year's Clean Your Files Day was "Recycle at Work. Make it your business."

The City department that recycled the most paper per employee received a "Clean Your Files Day" pizza party.



Citizens On Tour

The pilot program of "Citizens on Tour" was held on July 16, 17, and 18. There were 15 participants who attended the tour for three afternoons. Citizens were provided an introductory presentation by City Manager Tom Brymer

and then visited the Police Department, Public Works, OTIS, Parks, Lincoln Center, Fire Station #2, Public Utilities, Dispatch, the Exit Teen Center and the wastewater treatment center.

Citizens were also given

a tour of City Hall and drive-by tours through the cemetery, arboretum, Adamson Lagoon, Business Center and the landfill. Mayor Ron Silvia also greeted the participants as they toured City Hall. The intent of this program was to provide citizens an overview of City operations and serve as a catalyst to generate interest for the ten-week Citizens University course held every spring.

Update on the Lick Creek Wastewater Treatment Expansion

The Lick Creek Wastewater Treatment Plant improvements are almost complete. There are a number of improvements such as the expansion of wastewater treatment capacity from 0.5 million gallons per day to 2.0 million

gallons per day. Other improvements are to construct an influent pump station and associated piping, construction of an ultra-violet effluent disinfection basin and a water quality sampling station. The design and

construction cost for the Lick Creek Wastewater Treatment expansion is \$10.7 Million.

The improvements to this plant are ahead of schedule. The anticipated completion date is November of this year.



College Station Aquatics Receive their “Stamp of Approval”

Ellis and Associates, an international aquatic safety and risk management consultant, performed an outside audit on the College Station Aquatics staff and facility. This was the first of three audits that will occur for the 2002 season. The audit consisted of a visual section, a skill section and a facility inspection. Lifeguards were evaluated on being rescue-ready, professional, maintaining their visual scanning of the pool and for protecting themselves from the sun. Thirteen lifeguards were audited and all received “*exceeds standards*” on their scores.

One part of the audit was to have an extra lifeguard protect the zone for a guard that was watching the pool. The guard was asked to close their eyes and a dummy was put on the bottom of the pool in their area. When the auditor said to go, the guard had to find the dummy within 10 seconds and get to the dummy within 20 seconds. The dummy was then removed from the water and a simulation audit was then

done to test the guard's ability to perform child CPR. This audit consisted of rescue breathing, chest compressions, oxygen administration and a blocked airway sequence.

The facility was also audited on water clarity, self latching gates, first aid kit, maintenance of rescue equipment, appropriate signage within the facility, and oxygen upkeep and documentation, as well as in-service training records and reports. The facility/management also received an “*exceeds standards*.”

Update on the Unified Development Ordinance

The second joint meeting this year between the Planning and Zoning Commission and the City Council was held on July 19. The meeting was to provide further policy direction for the formulation of the final document. The Unified Development Ordinance (UDO) project is a review and rewriting of all the City's zoning, subdivision and related land development codes. A draft of the UDO has been provided to Council and

Planning and Zoning Commission members since this process was started in May of 2002. Meetings involving the Council and Planning and Zoning Commission have been held to review this draft and the policy issues involved. The latest draft being released on November

5, 2001, initiating the beginning of the public comment period. A second draft is planned to be issued in October.

The anticipated adoption of the UDO is scheduled for early 2003. Prior to adoption of the UDO there will be two public hearings held by the Planning and Zoning Commission and two public hearings held by the City Council.

City Planner Named “Planner of the Year”

Our City Planner, Jane Kee, AICP, was recently named Planner of the Year at the Central Texas Chapter of the American Planning Association (APA) Awards Banquet in Austin. This award is given annually in recognition of a public or private planner whose appointed work over the past year best embodies the standards of APA professional plan-

ning practice.

The APA is a nonprofit public interest and research organization committed to urban, suburban, regional, and rural planning. APA and its professional institute, the American Institute of Certified Planners, advance the art and science of planning to meet the needs

of people and society. The Central Texas Chapter consists of Brazos and several other surrounding counties.



Shining Moments

What's Going on?

City Manager's Report City of College Station

Embracing the Past, Exploring the Future.

Were on the Web!

www.ci.college-station.tx.us

- *John Woody, Director of College Station Utilities received a letter from a citizen thanking employee Mitchel Carson for his customer service regarding a sewer problem at this citizens residence.*
- *Jana Wood Cope (Recreation Supervisor - School Age Care) became certified as a Girls and Boys Town - Before and After-School Program Trainer. She is now qualified to train the Kids Klub staff using the nationally recognized curriculum. She is also authorized to train other school-age care professionals in Texas. To date, Jana is the only person in Texas to hold this certification.*
- *The Lincoln Center children who have received free swimming and tennis lessons thanked Dana Albrecht, Instruction Supervisor and Jenny Hartsfield, Assistant Instruction Supervisor, and their entire staff.*
- *Sheila Walker received an announcement that Wolf Pen Creek Amphitheater was voted "Best Live Music Venue" in Best of the Brazos Valley 2002. Congratulations to the Parks and Recreations Department and College Station Utilities.*

College Station Utilities Introduces Automated Trouble Reporting System

College Station Utilities has put into operation a new call handling system, the Automated Trouble Reporting System (ATRS), to better serve customers reporting service interruptions, such as power or water outages. ATRS catalogs and organizes the calls using criteria such as geographical area, electrical circuit, and using the caller's keyed-in phone number. This cataloged information is instantly displayed on the dispatcher's computer. The dispatcher can then

identify trouble spots and monitor the situation as crews restore services.

In past situations of utility service interruption, customers might either get a busy signal or no answer at all. Now customer phone calls will be answered by the new Automated Trouble Reporting System that can simultaneously answer 14 incoming telephone lines. The call handling system will inform the customer that Utilities is aware of the problem and, when necessary, allow the caller to key in his or her phone number.

The new system uses a customer's home telephone number to identify their service location. Customers who have changed

their phone number within the past year should contact College Station Utilities at 764-3535 to update their contact information. Updated customer information may also be mailed in with the customer's utility payment.

